

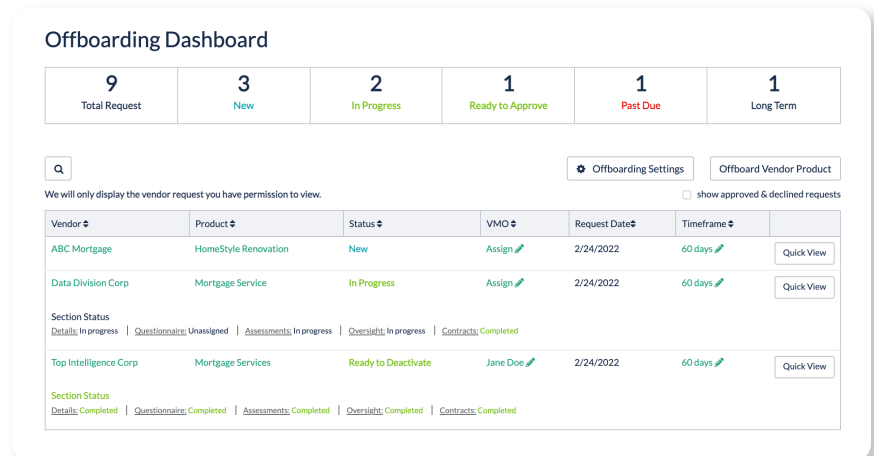
# Offboarding Workspace

Conclude the vendor relationship with dedicated tasks, forms, due diligence, workflows and tracking.

## Overview

When it comes time to terminate a vendor relationship, the process goes beyond simply notifying the vendor that you wish to terminate the contract. Specific due diligence workflows should be executed to ensure any data is returned and destroyed, pending due diligence tasks are completed, contract termination provisions are reviewed, and more.

The Offboarding Workspace gives a separate environment where users can complete their due diligence and Offboarding work items on vendors/products they are terminating.



**Offboarding Dashboard**

9 Total Request	3 New	2 In Progress	1 Ready to Approve	1 Past Due	1 Long Term
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Search: [ ]    Offboarding Settings    Offboard Vendor Product

We will only display the vendor request you have permission to view.  show approved & declined requests

Vendor	Product	Status	VMO	Request Date	Timeframe	
ABC Mortgage	HomeStyle Renovation	New	Assign	2/24/2022	60 days	Quick View
Data Division Corp	Mortgage Service	In Progress	Assign	2/24/2022	60 days	Quick View
Section Status Details: In progress   Questionnaire: Unassigned   Assessments: In progress   Oversight: In progress   Contracts: Completed						
Top Intelligence Corp	Mortgage Services	Ready to Deactivate	Jane Doe	2/24/2022	60 days	Quick View
Section Status Details: Completed   Questionnaire: Completed   Assessments: Completed   Oversight: Completed   Contracts: Completed						

Streamline the offboarding process by centralizing the termination activity into a dedicated workspace.

## Key Benefits



### Ensure checks and balances are in place while transitioning the vendor out

Guarantee that both parties are following the exit strategy and no shortcuts are being made to maintain security and privacy of information.



### Improve offboarding visibility

Like you would with onboarding, create requests and keep track of work so you have the complete lifecycle in one location.



### Increase accuracy and efficiency of the offboarding process

Through dedicated automated workflows, guide the team so they can take the correct steps when offboarding a vendor.



### The Offboarding Workspace Includes

- ✓ Customizable forms
- ✓ Ability to send offboarding questionnaire requests
- ✓ Complete vendor risk assessments
- ✓ Execute offboarding due diligence requirements
- ✓ View and create vendor issues
- ✓ Identify approvers

Learn more at [venminder.com](https://venminder.com) or call +1 (888) 836-6463